

## **EDITED KSA LISTING**

### **CLASS: CONSTRUCTION SUPERVISOR III, CORRECTIONAL FACILITY (CF)**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

	<b>Knowledge of:</b>
<b>K1</b>	Advanced knowledge of materials, methods and processes used in the construction of wood, steel frame, masonry and concrete buildings.
<b>K2</b>	Advanced knowledge of various commercial construction methods and trades (i.e., carpentry, masonry, plumbing, iron working, welding, heating, ventilating, electrical work, painting, structural steel frame erection, pre-cast tilt up wall panel construction, reinforced concrete construction, forming, bracing and shoring etc.) in order to perform the various functions of a Construction Supervisor III, CF.
<b>K3</b>	Current general knowledge of various codes and safety orders applicable to building construction to ensure the successful completion of various projects.
<b>K4</b>	Advanced knowledge of soil conditions, compaction and testing requirements to ensure proper site preparation.
<b>K5</b>	General knowledge of mechanical systems and equipment including steam boilers, air conditioning systems and the installation of gas and steam lines in order to supervise the proper installation of systems.
<b>K6</b>	Advanced knowledge of State laws, rules and regulations governing the purchase of construction materials, tools and equipment in order to effectively procure needed items.
<b>K7</b>	Advanced knowledge of State laws, rules and regulations governing the contract bidding process in order to effectively acquire legal binding contracts.
<b>K8</b>	Extensive knowledge of effective supervision in order to facilitate completion of a construction project.
<b>K9</b>	General understanding of the supervisor's role in the Equal Employment Opportunity Program in order to meet equal employment opportunity objectives.
<b>K10</b>	Advanced knowledge of cost analysis, scheduling, and projection methods, procedures and techniques in order to manage construction projects.
<b>K11</b>	Advanced knowledge of safety and security measures required during construction at correctional facilities in order to maintain a safe work environment.
<b>K12</b>	General knowledge of training techniques in order to effectively educate employees and staff.

Bold text-indicates not on Classification Spec.

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<b>K13</b>	Basic knowledge of drafting techniques necessary to clarify details for construction.
<b>K14</b>	Advanced knowledge of reading and interpreting plans and specifications in order to manage construction projects.
<b>K15</b>	General knowledge of principles and practices of administration, organization, budget and personnel management in order to supervise and manage personnel.
<b>K16</b>	Comprehensive knowledge of the principles of effective verbal, written, and group communications to accurately and effectively communicate job related information.
<b>K17</b>	Basic knowledge of operating a motor vehicle for transporting of materials, tools, equipment and personnel.
<b>K18</b>	Basic knowledge of math in order to calculate material quantities for estimating and purchasing purposes.

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	<b>Skill to:</b>
<b>S1</b>	Plan, organize, direct and evaluate the work of others in order to ensure quality products are provided within budgets and scheduled timeframes.
<b>S2</b>	Effectively communicate (written/verbally/listening) for the purpose of disseminating, sharing and receiving information and to establish and maintain the respect and cooperation of others.
<b>S3</b>	<b>Analyze a wide variety of technical data, including project plans, cost estimates and materials specifications to provide information, options, recommendations, and/or produce accurate reports as it relates to the functions of a Construction Supervisor III, CF.</b>
<b>S4</b>	<b>Research a wide variety of technical data, including codes, standards, and material specifications, etc. to provide information, options, recommendations, and/or produce accurate reports as it relates to the functions of a Construction Supervisor III, CF.</b>
<b>S5</b>	<b>Establish and maintain professional relationships with consultants, contractors, representatives of governmental agencies, and others to gain cooperation.</b>
<b>S6</b>	<b>Operate computerized equipment to maintain accurate records, generate correspondence and reports, etc.</b>
<b>S7</b>	Read and interpret construction plans and drawings to ensure successful completion of construction projects.
<b>S8</b>	Accurately calculate material quantities for estimating and purchasing purposes.
<b>S9</b>	Detect deviations from plans and specifications by inspection to maintain quality control of construction projects.
<b>S10</b>	Safely operate a motor vehicle for transporting of materials, tools, equipment and personnel.
<b>S11</b>	Evaluate and inspect the work of contractors in order to ensure service/product is within the contract scope.
<b>S12</b>	Maintain and organize project records accurately in order to reference and access information.

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<b>S13</b>	Evaluate skill level of individuals for the purpose of hiring all qualified personnel.
<b>S14</b>	Effectively contribute to the Department's Equal Employment Opportunity objectives in order to ensure a discrimination free work environment.
<b>S15</b>	Drafting skills necessary to clarify/create construction details.

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	<b>Ability to:</b>
<b>A1</b>	<b>Lift and handle construction materials/tools (light to heavy) to facilitate production.</b>
<b>A2</b>	<b>Climb ladders to perform inspection duties at project sites.</b>
<b>A3</b>	<b>Stand for long periods of time in order to closely supervise construction activities.</b>
<b>A4</b>	<b>To maneuver about and around construction environments (e.g., uneven ground, trenches, cords, wires, rebar, etc.) in order to closely supervise construction activities.</b>

	<b>Special Personal Characteristics:</b>
<b>SPC1</b>	Willingness to travel.
<b>SPC2</b>	Leadership, tact, and patience.
<b>SPC3</b>	<b>Must be able to perform during stressful (physical, mental, and emotional) situations encountered on the job.</b>
<b>SPC4</b>	<b>Understanding of the problems and demonstrate an interest in training of adult offenders in custody within the prison environment.</b>